

SECTION 112—PROJECT RECORDS

112.01 SCOPE—This section pertains to all project records that were used to prepare and compute the bid; to prepare all schedules used on the project; to record the progress of work on the project; and to record, compute and/or analyze all costs incurred on the project, including those used in the preparation or presentation of claims to the Department or the Board of Claims.

112.02 DEFINITION—Charts, graphs, cross-sections, plans, photographs, schedules, reports, accounting statements, accounting ledgers, balance sheets, bid sheets, take-off sheets, cost estimates, cost records, payroll records, financial documents, notes, memoranda, correspondence, and all other records, whether typewritten, handwritten, computerized, microfilmed, photographed, or recorded, that were prepared by or received by the Contractor.

112.03 RETENTION PERIOD—Retain the aforementioned project records for a period of 3 years from the date of receipt of final payment with the following exception:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, retain the records until all litigations, claims, or audit findings involving the records have been resolved.

112.04 INSPECTION—Upon written notice by the Representative or an authorized agent acting on behalf of the Department, make available all requested project records for inspection and copying by Department personnel or those authorized to act on its behalf. Make such records available at a reasonable time and place.

Refusal or repeated failure to present requested project records for inspection or copying may be considered grounds for declaring the Contractor in default and may be considered against prequalification for work on future projects.

Exempt from this section are all project records, which under the Pennsylvania Rules of Civil Procedure, are deemed confidential and, therefore, exempt from discovery.